

## Caring for Kids Transportation Policy 2018

Transportation policies, rules and procedures are created to ensure a safe and sustainable transportation service. Parents/guardians and youth are expected to follow the rules and guidelines presented below. Please read and review these policies with your child. All participants and parents are required to sign, date and return forms to the Caring for Kids Program Specialist. Please keep a copy of this document for your records.

### **Please Initial Each Line Below**

#### **General**

- I understand that transportation is only provided for participants who live within Chicago city limits.
- I understand that if my child is dependent one parent/caregiver is allowed to take transportation with the child.
- I understand that when signing my child up for transportation that there is time added on for pick-up and drop-off. Pick-up and drop off times may change depending on the location of the event.
- I understand that any questions for transportation should be directed to Michelle Dacy. E-mail is the preferred form of communication, so that there is a record of communication.
- I understand that the transportation company will only pick-up and drop-off my child at the home address indicated on my child's Caring for Kids Forms and that I will not be able to change the pick-up and drop-off location for any reason.
- I agree that my child's wheelchair (if applicable) will have brakes in good working order. If not I forfeit my child's transportation privileges until repaired.
- I understand that a parent/guardian must be home during pick up and drop off times to accompany the participant on and off the bus, since drivers are not allowed to leave their bus during pick-ups and drop offs.

#### **Cancellations**

- I understand that if I need to cancel transportation for my child that I will notify both Ashley Gruenwald, Caring for Kids Program Specialist & Michelle Dacy, Special Needs Chicago.
- For transportation cancellations you are required to notify both Ashley and Michelle 1 day (24 hours) prior to the event start time. Failure to notify staff of your child's transportation cancellation, will result in a cancellation fee (described below).

- Further, I understand that if I cancel transportation for any reason after the deadline that I will be required to pay a \$20 fee to the Caring for Kids, Program Specialist, prior to my child’s registration for any *future* Caring for Kids events.
- I understand that drivers will not wait more than 5 minutes once they have arrived, due to a demanding bus schedule. Further, I understand that if the driver must leave that I am responsible for paying the \$20.00 cancellation fee.

**Conduct**

- I agree that my child will be seated in a seat with a seatbelt or in his/her wheelchair secured with a tie down before the driver will move the vehicle.
- I understand that throwing items on the bus and out the bus windows are prohibited. Participants are expected to pick up after themselves and keep the buses clean if they wish to continue using the transportation service.
- I agree that my child will listen to the bus drivers, treat them and their buses with respect.
- I understand that the Caring for Kids, Program Specialist reserves the right to terminate transportation services to any individual who does not follow this policy and/or displays unsafe behaviors.

**Contact Information for Transportation Cancellations or Changes**

**Ashley Gruenwald-** [agruenwald@sralab.org](mailto:agruenwald@sralab.org) or (312)238-5005

**Michelle Dacy-** [michelle@specialneedschicago.org](mailto:michelle@specialneedschicago.org) or (630)668-9999

I have read and understand the above statements. I agree that my child and I are responsible for upholding these guidelines and procedures.

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Participant Printed Name

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Participant Signature

Date

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Parent/Guardian Printed Name

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Parent/Guardian Signature

Date